

## LIBRARIAN I

### DEFINITION:

Under general supervision to perform a variety of professional and paraprofessional duties related to the library program.

### DISTINGUISHING CHARACTERISTICS:

Positions in this class differ from those in the higher level Librarian II class in that the Librarian I class is the entrance level of professional library work, and requires no prior experience as a professional librarian. Although a majority of the duties assigned are professional in nature, they are performed under general supervision and involve a limited degree of independence. Although incumbents may be assigned nominal responsibility for a particular phase of the library program, responsibility is normally limited to routine duties contained within an established program.

### SUPERVISION RECEIVED AND EXERCISED:

General supervision provided by higher level professional librarian.

### EXAMPLES OF DUTIES:

Duties may include but are not limited to the following:

1. Performs reference and readers advisory work at adult and/or children's information desk. This includes answering reference questions in person and by telephone and exploring alternative sources of information such as other agencies and libraries. This also includes questioning patrons to find out what they want and taking them or referring them to specific locations.
2. Assists and instructs patrons in the use of a computer terminal to locate library materials.
3. Orders materials for an assigned section of the library such as a fiction or nonfiction or young adult or children's area. This includes evaluating materials for quality and usefulness, previewing new books, and checking book reviews.
4. Performs cataloging and classification activities as assigned.
5. Recommends and/or participates in recommending on selection and discarding of books, periodicals, records, display materials, cassettes and microfiche by reading books and other materials.
6. Plans and/or participates in community program such as story hours for children, school visits, library tours for community groups, special programs for children and

adults, and community on site visits to represent the Library. Includes attending professional meetings and actively participating. Also includes writing book reviews for outside publications.

### QUALIFICATIONS:

#### Knowledge, Abilities and Skills

- A. Working knowledge of library operations materials and procedures including reference materials, cataloging, classification, book selection and reader advisory services.
- B. Ability to work with the public. This refers to effective communication skills, empathy for the public, tenacity for solving problems, working with irate patrons, and working with constant interruptions from the telephone, the public and other staff members. Includes instructing patrons in the use of automated system.
- C. Knowledge of children's literature to the extent of knowing the basic history of children's literature and knowledge of specific titles and trends and individual levels of comprehension.
- D. Knowledge of adult literature to the degree of knowledge of specific titles and trends and individual levels of comprehension.
- E. Creativity and openness to new ideas. This refers to thinking of new projects and activities and being able to adjust to organization changes.
- F. Ability to relate to children and with groups of children which includes book talks and storytelling skills.
- G. Ability to work effectively with committees, co-workers and community groups.
- H. Reference skill. Refers to ability to use information and creativity to assist patrons. Includes possession of a well-rounded general educational background.

### EXPERIENCE AND EDUCATION:

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- (a) Graduation from college with a Master Degree in Library Science or equivalent,  
OR
- (b) Graduation from college with a Bachelors degree and two years of professional or paraprofessional library experience. Paraprofessional library experience is defined as children's and/or adult reference work performed under the supervision or direction of a professional librarian.

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| <u>PROBATIONARY PERIOD:</u> | One Year |
| 625CS83                     |          |
| Revised October 1978        |          |
| Revised October 1983        |          |
| Revised December 1983       |          |